



# COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

## PURCHASING OFFICER SUPERVISOR

Job Number: 20001713

Job Code: 92420V000101

Job Group: 9200 - PURCHASING AND STORES

Job Established: 06/16/1982

Job Revised: 02/24/2006

Grade: 15 Salary (MIN - MID):

\$19,882-\$26,339 - Hourly

\$3,230.84-\$4,280.10 - 37.5 Hr. Monthly Salary

\$3,446.22-\$4,565.44 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

### PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

**CHARACTERISTICS OF THE JOB:** *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Provides technical assistance to agencies for administration of state purchasing regulations. Specializes in the buying of commodities and services required by the various state agencies in the execution of programs assigned. Coordinates statewide purchasing training programs and/or supervises the work of a small group of employees engaged in state wide purchasing; and performs other duties as required.

### MINIMUM REQUIREMENTS:

#### **EDUCATION:**

Graduate of a college or university with a bachelor's degree in marketing, business or a related field.

#### **EXPERIENCE:**

Must have four years of experience in large-scale purchasing.

#### **Substitute EDUCATION for EXPERIENCE:**

Graduate study in marketing, business or a related field will substitute for the required experience on a year for year basis not to exceed two years.

#### **Substitute EXPERIENCE for EDUCATION:**

Additional experience as a purchasing officer or purchasing technician will substitute for the required education on a year for year basis. Certification with the National Institute of Governmental Purchasing as a Certified Professional Public Buyer (CPPB) will substitute for one year of the college requirement OR certification as a Certified Public Purchasing Officer (CPPO) will substitute for two years of the college requirement.

#### **SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):**

NONE

**EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION:** *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Assists state agencies in the procurement of goods and services. Recommends policies and procedures for improving purchasing practices. Insures compliance with all laws and regulations in purchase transactions, including the Model Procurement Code. Recommends revisions in specifications and standards. Establishes controls to safeguard against violations of division policies. Prepares periodic reports on purchases. Analyzes trends in costs. Maintains contact with vendors regarding current specifications on commodities, shipments, complaints on vendors' performance and quality of goods received. Reviews bid list periodically to insure it is accurate and current. Reviews and approves applicants to be placed on the bid list. Assists in training of new buyers and coordinates statewide purchasing training programs. Assigns projects to purchasing staff. Advertises for certain sealed bid and competitive negotiated contracts that require a high degree of purchasing expertise, such as construction projects and telephone contracts. Make job site visits to state agencies to evaluate projects. Assists in determining requirements to negotiate settlements between agency and contractor and for final approval of project.

**UNIQUE PHYSICAL REQUIREMENTS:**

**TYPICAL WORKING CONDITIONS:** *Incumbents in the job will typically perform their job duties under these conditions.*

Minimal travel is required.

**ADDITIONAL REQUIREMENTS:**

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

*THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.*